

**CED Specialist III**

Department:	Community & Economic Development	Rate of Pay:	\$37,000 - \$39,234
Location:	227 W. Jefferson Blvd., 12 th Floor		
Shift:	Days	Hours:	8:00 a.m. – 5:00 p.m. Occasional nights and weekends
Posting Date:	11/09/12	Closing Date:	12/09/12

SUMMARY

Performs and assists with administration of federal, state, and local grant programs to support the revitalization of neighborhoods, and complementary marketing and neighborhood engagement/communication activities. This position works with the application of federal policy at the local level addressing a variety of aspects of neighborhood revitalization, including but not limited to matters of homelessness, homeownership, and community building.

JOB DUTIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Assists with preparation of plans and applications for federal, state, or local funding as appropriate
- Assists with the development and execution of contracts for department-funded activities
- Assists in the development and implementation of the annual Budget and Action Plan for federal funding projects
- Monitors project progress, paying special attention to project goals, expenditures, and applicable rules and regulations
- Assists with monitoring sub-grantees and the review and payment of sub-grantee claims
- Assists in setting up accounts in HUD's Information and Tracking System (IDIS)
- Keeps statistical data on departmental funded activities
- Assists with and/or conducts on-site visits to verify project data
- Prepares administrative reports on program activities and progress
- Works with various neighborhoods, sub-grantees, and community entities on the City's behalf
- Assists with implementation of strategies to enhance communication and partnerships with neighborhood and community entities
- Assesses information gained and assists in designing programs to invest in the community
- Works with other public agencies/City offices to implement activities and improvements in neighborhoods
- Makes presentations as required to various public and private agencies and organizations
- Prepares plans, letters, resolutions, ordinances, and other documents as necessary for the approval of the Common Council and other government agencies as required
- Assists with other community development activities as assigned

NON-ESSENTIAL/MARGINAL FUNCTIONS

- Prepares letters, resolutions, ordinances, spreadsheets, reports, grant applications, and other documents necessary to carry out above responsibilities

- Accurately interprets applicable legislation and regulations
- Serves as a representative for the department to the public; prepares and presents oral public reports; provides program information; answers questions and assists the public as necessary
- Efficiently uses computer hardware and software to maintain detailed, neat, accurate, and up-to-date records
- Operates a vehicle to show properties, oversee property maintenance, attend meetings, and conduct business
- Assists other Division staff as necessary

EDUCATION AND EXPERIENCE

- Graduation from an accredited four-year college with a city, community, or urban planning degree
- Preference given to candidates with a Master's degree in planning
- One to three years practical experience in grants management, neighborhood development, community development, or similar experience will receive added consideration.

KNOWLEDGE, SKILLS, ABILITIES

- Ability to read and write, understand and interpret regulations and legislation
- Good written and verbal communication skills required for public presentations; ability to work well with people from all backgrounds.
- Good analytical and quantitative skill
- Working knowledge of computers, specifically Microsoft Office 2010 Word and Excel, PowerPoint
- Ability to effectively address the public; handle stressful situations; work cooperatively with others; handle multiple tasks; work under deadline pressure; prioritize among several competing tasks
- Ability to attend evening and weekend meetings when necessary

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

LICENSE, CERTIFICATE OR REGISTRATION REQUIRED:

Valid Indiana Driver's License or ability to obtain one

DRUG SCREENING REQUIRED

Apply no later than 12/09/12, by submitting a resume, employment application, writing sample and three references to City of South Bend, Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601. To apply online, go to www.southbendin.gov

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, disability, sexual orientation, gender, veteran status or genetic information.